



# MINNESOTA JUDICIAL BRANCH

## TENTH JUDICIAL DISTRICT

Annette Fritz  
Court Administrator

Washington County Government Center  
14949 62<sup>nd</sup> Street North  
Stillwater, MN 55082-3802  
Phone: (651) 430-6366  
Fax: (651) 430-4461  
Email: Annette.fritz@courts.state.mn.us

### **VACANCY – CONTRACT POSITION HARASSMENT RESTRAINING ORDER MEDIATOR**

Washington County Court Administration, Tenth Judicial District, State of Minnesota has an immediate opening for a contracted mediator as follows:

#### OPENING:

The contractor will conduct mediation sessions for parties in Harassment Restraining Order cases filed in Washington County District Court. Mediation will be used to resolve the underlying disputes in civil harassment cases. A person who is a victim of harassment may seek a restraining order from the district court in the manner provided pursuant to Minnesota Statute § 609.748.

#### SUMMARY OF DUTIES AND QUALIFICATIONS:

- 1) The Mediator is a facilitator whose purpose is to assist in discussions, explore options, and promote a voluntary resolution of the matter;
- 2) Meet with parties at the courthouse during scheduled hearings to provide mediation services in harassment restraining order proceedings in Washington County District Court;
- 3) Provide orientation to the parties about benefits of and options for mediation and determine their amenability for mediation;
- 4) Mediate all cases deemed to be appropriate for and agree to mediation;
- 5) The goal of mediation is to have fewer contested harassment hearings;
- 5) Should be a rostered Minnesota Alternative Dispute Resolution certified neutral as required in Minnesota Statewide ADR Rule 114 or applicable experience.

The rate of pay is \$70 for the first hour of mediation services during the Harassment Court Calendar and \$10.00 for every 15 minutes after the first hour. No reimbursement for travel. A contract will be entered into and further terms will be mutually agreed upon. Mediators will be required to complete a standardized monthly billing statement as directed by the Court. There are no benefits with the independent contractor positions.



# MINNESOTA JUDICIAL BRANCH

## TENTH JUDICIAL DISTRICT

**Annette Fritz**  
Court Administrator

Washington County Government Center  
14949 62<sup>nd</sup> Street North  
Stillwater, MN 55082-3802  
Phone: (651) 430-6366  
Fax: (651) 430-4461  
Email: [Annette.fritz@courts.state.mn.us](mailto:Annette.fritz@courts.state.mn.us)

Resume and a letter of interest should be received by June 12, 2015 and sent to the attention of Annette Fritz, Court Administrator. A screening process will include review of resumes and consideration of prior experience. An interview will be conducted. Please direct any questions to Sue Halpern at 651-430-4452.